Iowa Balance of State Continuum of Care
2014 DRAFT CoC Project Application Materials

Comments Requested:

On August 27, 2014, the Continuum of Care (CoC) Committee of the Iowa Council on Homelessness met and approved these <u>DRAFT</u> application materials for the 2014 Iowa Balance of State CoC competition. Draft materials include:

- Proposed 2014 Application Timeline;
- Proposed 2014 Project Funding Levels Based on Ranking; and
- Proposed 2014 Project Application.

Comments from stakeholders are requested on all materials. Comments will be considered in developing the final competition materials.

Process to Submit Comments:

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority will collect comments and make them available for review. **Comments must be received by 4:30 p.m. on Wednesday, September 3, 2014.** Written comments may be submitted by email to amber.lewis@iowa.gov. Oral comments may be submitted during a meeting prior to the opening of the HousingIowa Conference on Wednesday, September 3, 2014, 7:00 – 7:45 a.m., at the Marriott Hotel, 700 Grand Avenue, Des Moines, Iowa, 50309, Sioux City Room (third floor).

Proposed 2014 Application Timeline:

(Note: This timeline allows for Project Rankings to be voted on by the full Iowa Council on Homelessness at the regular meeting on September 19, 2014. Significant changes to the timeline may require an additional meeting of the Council.)

July 18th Iowa Council on Homelessness, CoC Chair requested comments and recommendations from CoC grantees as the CoC Committee begins planning for the 2014 competition.

August 13th The CoC Committee begins discussion on 2014 competition.

August 15th Iowa Council on Homelessness Executive Committee approves appeals process for the 2014 CoC competition by which appeals will be considered by eligible members of the Executive Committee.

August 27th CoC Committee continues discussion on 2014 competition and approves draft CoC application that is sent to all grantees for review and comment.

September 3rd The CoC Committee will host an open meeting prior to the Housing Iowa Conference to receive oral feedback; written comments may also be submitted.

September 5th the 2014 CoC grant application will be finalized and the competition opened.

September 16th 2014 CoC Project Narrative deadline

September 17th The CoC committee will meet in a 3-4 hour meeting to consider applications and rank them.

September 18th 2014 CoC E-snaps Project Application deadline

September 19th The Iowa Council on Homelessness will consider the recommendations of the Coc Committee for project ranking and funding.

September 26th Appeals due for consideration by the Executive Committee of the Iowa Council on Homelessness.

As necessary the Executive Committee of the Iowa Council on Homelessness will meet to consider any appeals.

Proposed 2014 Project Funding Levels Based on Ranking:

The proposed process for project funding based on ranking consists of the following:

- All Renewal and New Projects will be scored and ranked according to the information contained in the 2014 Project Narratives.

- A tiered funding system based on scoring will be established for Renewal Projects:

  o The lowest scoring 10% of Renewal Projects will be eligible to receive 70% of the amount otherwise eligible. If all 32 eligible Renewal Projects submit applications, this tier will contain three projects.

  o The second lowest scoring set of Renewal Projects will be eligible to receive 80% of the amount otherwise eligible. If all 32 eligible Renewal Projects submit applications, this tier will contain three projects.

  o The third lowest scoring set of Renewal Projects will be eligible to receive 90% of the amount otherwise eligible. If all 32 eligible Renewal Projects submit applications, this tier will contain three projects.

  o Renewal Projects scoring above these tiers will be eligible to receive 100% of the amount eligible. If all 32 eligible Renewal Projects submit applications, this tier will contain 23 projects.

- With an average Renewal Project grant amount of $146,345 (according to the 2014 GIW), these proposed tiered funding levels may provide an estimated $260,000 to fund

one or more New Projects this year (actual amount available will depend on the final ranking, since projects all have different grant amounts).

- The proposed funding tiers will only be followed if one or more New Project applications are submitted that score high enough to be recommended for funding. Presumably, this would mean that such New Projects would have to score higher than the nine Renewal Projects that score in the tiers with reduced funding.

Additionally, if the precedent established in the 2013 CoC competition is followed, projects with unspent grant funds may be eligible to apply for renewal funds only up to the amount that was actually spent during the most recently reported operating year. This would provide an additional amount available for New Project funding.

Because HUD establishes specific thresholds for final CoC-wide funding amounts, it is also assumed that final recommended funding amounts for projects may vary slightly to meet these final thresholds.

Finally, HUD's final funding amounts nationally for the 2014 CoC competition are not yet known. The CoC proposed funding levels described here could vary depending on these final amounts.

Proposed 2014 Project Application:

Project Narrative: Due Tuesday, September 16, 2014, 4:30 p.m.
Project Application in E-snaps: Due Thursday, September 18, 2014, 4:30 p.m.

Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting 2014 Project Applications for New and Renewal Projects.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: https://www.onecpd.info/coc/.

The 2014 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC. The process in 2014 is a little different. For this year, HUD combined the 2013 and 2014 competitions, so CoCs will not be required to submit a new 2014 Consolidated Application. This simplifies the typical application process somewhat; for example, agencies will not be required to submit "Community Planning Narratives" this year. However, Project Applications must still be submitted in HUD's online E-snaps system, and the CoC must still rank Project Applications in order of priority. To determine ranking, the CoC will review Project Narratives submitted by applicants.

The Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

Possible Reallocation of Renewal Project Funds: HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf. Renewal Project funds may be reallocated in 2014 based on the Proposed Project Funding Levels Based on Ranking, described above.

New Projects: New Project Applications will be accepted for two types of possible projects: Permanent Supportive Housing for the chronically homeless, or Rapid Rehousing for families. If the Proposed Project Funding Levels Based on Ranking is followed above, an estimated $300,000 may be available to fund one more new projects through "reallocation." HUD could also allow additional funding for New Projects, depending on the final amounts available nationwide for the 2014 competition.

Resources: Application resources and materials will be posted to this page, as they are available: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

Application Process

Application Reviews: Project Applications will be reviewed first by the Continuum of Care Committee. Recommendations for Project Application ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95). The Iowa Council on Homelessness will vote on these recommendations at their meeting at 10:00 a.m. on Friday, September 19, 2014. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165.

Appeals Process: On August 15, 2014, the Executive Committee of the Iowa Council on Homelessness voted to establish a new CoC Competition Appeals Process for the Iowa Balance of State CoC competition. After the Iowa Council on Homelessness votes on the CoC project ranking, any project may appeal the council's decision. The appeal must be written and

addressed to the Executive Committee of the Iowa Council on Homelessness, and submitted to the Iowa Finance Authority on the council's behalf. Appeals must be received by the Iowa Finance Authority within one week of the Iowa Council on Homelessness's initial project ranking vote (by 4:30 p.m., Friday, September 26, 2014). Email is the preferred method of submitting an appeal (amber.lewis@iowa.gov). The Executive Committee of the Iowa Council on Homelessness will review any appeals received and issue a final decision.

Application Requirements: Project Applicants must complete and submit the following:

- **Part 1**: 2014 Project Narrative
    - Submit by email to amber.lewis@iowa.gov.
    - **Deadline: 4:30 p.m., Tuesday, September 16, 2014**

- **Part 2:** 2014 Project Application in HUD's online E-snaps system:
    - https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources
    - **Deadline: 4:30 p.m., Thursday, September 18, 2014**

Notice of Public Posting: Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly. If confidential information must be included, the applicant must submit two versions, clearly marked, one that is the full application and one for posting that excludes the confidential information.

Contact Information for Iowa Balance of State CoC Application

Amber Lewis Iowa Finance Authority Amber.lewis@iowa.gov (515) 238-1930	Josh McRoberts Iowa Finance Authority Josh.McRoberts@iowa.gov (515) 725-4884
Zeb Beilke-McCallum Chair, CoC Committee zebb@icadv.org (515) 244-8028 x411	Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee donna.phillips@iowa.gov (515) 281-7215

2014 Iowa Balance of State CoC Competition Project Narrative

APPLICANT NAME AND LOCATION

Organization Name:
Project Name:
Renewal or New Project:
Type of Project (PSH, PH-RRH, TH, SSO, HMIS):
Federal DUNS Number:
Address:
Contact Person:
E-mail & Phone:
Secondary Contact Person:
Email & phone:
Is your organization registered in the federal System for Award Management (SAM)?

Directions: HMIS Project Applicants, begin on Question 10. All other New and Renewal Project Applicants, answer Questions 1 – 16. Points possible: 90 regular points + 10 bonus points = 100 total.

BONUS FOR VOLUNTARY REALLOCATION (10 points)

Some renewal projects that are not currently permanent housing projects have expressed interest in reducing or eliminating the renewal request for the existing project, and applying instead to use those same funds for a new permanent housing project. Projects submitting a viable request for this may receive up to 10 bonus points in their new project scoring. More information about HUD's experiences last year with reallocation is available at this link from HUD's SNAPS In Focus, "Lessons Learned in FY 2013:" https://www.hudexchange.info/news/snaps-in-focus-lessons-learned-in-fy-2013.

1) If your agency is seeking to reduce or eliminate a current renewal project to apply instead as a new permanent housing project, please describe these plans. The CoC Committee may request additional information as needed. **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

PROJECT DESIGN (35 points)

HUD's guidance is that CoC's should prioritize admission for the chronically homeless, especially in Permanent Supportive Housing. More information is available at this link from HUD's SNAPS Weekly Focus, "Giving Priority to Chronically Homeless Persons:" https://www.hudexchange.info/news/snaps-weekly-focus-giving-priority-to-chronically-homeless-persons/.

2) Prioritization to end chronic homelessness: **(10 points)**
   a. How many beds does your project have?
   b. What percentage is currently dedicated to serving the chronically homeless?
   c. How many beds will your project commit to prioritize for the chronically homeless through turnover in the future?
   d. Additional question for Renewal Projects: Identify your project's response to this question on the 2013 CoC Project Application, and compare your results this year.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness. More information on this and other priorities is available from a report released on July 23, 2014, for the Polk County Continuum of Care Board by Barbara Poppe and Associates (Barbara Poppe is the former director of the U.S. Interagency Council on Homelessness). This report is available on this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

3) Prioritizing those who are unsheltered or accessing emergency shelter:
   a. Renewal Projects: Based on your most recent APR, how many participants entered the program as unsheltered or from an emergency shelter? How does this compare to the total number of participants that entered your program?
   b. New Projects: To what extent will your project serve those who are unsheltered or accessing emergency shelter, rather than those experiencing other forms of homelessness? **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness offers the Housing First Checklist to help programs determine the extent to which they follow a Housing First approach. The checklist can be found at this link: http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in. Additional information from HUD is available at this link from HUD's SNAPS In Focus, "Why Housing First:" https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/.

4) Describe your project's policies in the following Housing First practice areas: **(15 points)**
   a. Are applicants required to have income prior to admission?
   b. Are applicants required to be "clean and sober" or "treatment compliant" prior to admission?
   c. Are tenants terminated from the program for not following through on their services and/or treatment plan?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

PERFORMANCE (25 points)

In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf. A key measure that applies to CoC programs is the following:

- ***The percent of adults who gain or increase employment or non-employment cash income over time.***

5) How will your project further this goal? If a Renewal Project, include a discussion of past performance related to this goal. **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

6) Budget request: **(1 point)**
- a. Renewal Projects: What is the amount of this project's total 2014 Annual Renewal Request, as listed in Column AU of the approved Grant Inventory Worksheet (GIW)?
- b. New Projects: What is the total amount requested?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

7) Total clients served: **(1 point)**
   a. Renewal Projects: How many total clients were served by your project during the most recently completed operating year (based on the most recent submitted APR)?
   b. New Projects: How many clients will your project serve each year, and how was this number determined?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

8) Based on responses to the prior two questions, what is (or will be) the cost per client served? What cost-per-client factors should be considered for your program? **(3 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

9) Exits to permanent destinations: **(10 points)**
   a. For Renewal Projects: Of these clients served, how many exited to permanent destinations (or remained in permanent housing)? What does this indicate about your program?
   b. New Projects: How many of your total clients will exit to or remain in permanent housing, and what is the basis for this projection?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

CONTINUUM OF CARE PARTICIPATION (13 points)

10) Annual Performance Report (APR) Submission: **(3 points)**
   a. Renewal Projects: Did your agency submit a complete copy of the most recent project HUD APR to the Iowa Finance Authority by the August 8, 2014, deadline, or within 90 days of the end of the project's operating year?
   b. New Projects: Describe your agency's history of meeting grant reporting requirements.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

11) Has any representative of your program been an active participant in the Iowa Council on Homelessness bi-monthly meetings? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(5 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

12) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

BUDGET AND CAPACITY (17 points)

13) HUD Grant Monitoring **(2 points)**
  a. Renewal Projects: Report any HUD CoC Project monitoring results during the past three years.
  b. New Projects: Report your agency's history with grant program monitoring during the past three years.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

14) Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed 7% (or the amount listed on the GIW, if a Renewal Project). Applications will not be approved if Administration Costs are greater than 7%. **(2 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

15) Is your agency drawing down CoC funds from HUD at least quarterly? Explain. If a New Project, explain your plan to meet this expectation. **(3 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

16) Spending history: **(10 points)**

    a. Renewal Projects: Review the information for your project listed in the spreadsheet, "2014 Iowa Balance of State CoC Competition: Renewal Project Spending." If corrections are needed for the information in the spreadsheet, email them to amber.lewis@iowa.gov. Did your project expend all funds? Please explain.

    b. New Projects: Describe your organization's spending history with similar grants.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

HMIS PROJECTS ONLY (60 points; in lieu of Questions 1 – 9 above)

17) HMIS-only questions:

    a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**

    b. Are the following plans in place:

        i. Privacy Plan? **(1 point)**

        ii. Security Plan? **(1 point)**

        iii. Data Quality Plan? **(1 point)**

    c. How are these plans reviewed by the CoC and by the HMIS Lead regularly? **(3 points)**

d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**

e. What was the percentage of null or missing values for the Universal Data Elements on the day of the 2014 Point-in-Time count (PIT)? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**

f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**

g. Were PIT results reported to HUD in HDX by April 30th, 2014? **(3 points)**

h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT count? **(3 points)**

i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**

j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**

k. How does the HMIS Lead respond to identified HMIS-related CoC project needs (specific examples)? **(10 points)**

l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**

m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**